

Title: PROCESSING TIME FOR REQUISITIONS		Contents: P-2300
		Submitted By: Purchasing Division
		Approved By: Purchasing Agent
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Standard

Upon receipt of a properly prepared requisition by the Purchasing Agent, the requisition will normally be processed and completed within 30 calendar days.

Factors Which May Extend Processing Timeframes

- Bidders conferences and job walks.
- Delays in providing bid samples.
- Delays in responding to referral letters or telephone calls by the Purchasing Agent.
- Formal protest of bid award by a non-awarded bidder.
- Incomplete or no specifications provided with requisition.
- Inquiry by the Board of Supervisors.
- Written justification not provided, or not acceptable in content.
- Required approvals not obtained by customer department.
- Requisition does not have authorized signature.

Purchasing Agent Duty to Follow Up

When purchase order processing is suspended due to delays caused by the department, the Purchasing Agent shall attempt to follow-up on a regular basis with the department.